



Non-Merit Job Vacancy Announcement

PROGRAM COORDINATOR

Pay Grade:	13	Position Type:	Full Time
Salary or Range:	\$2,670.20 - \$3,554.70 Salary	Work Schedule:	Monday - Friday
FLSA Designation:	Non-Exempt	Work Week:	37.5 Hours

Agency: Department Of Military Affairs -Kentucky Community Crisis Response Board
Work Address: 111 St. James Court, Suite B, Frankfort Kentucky 40601
Work County: Franklin

AGENCY COMMENTS:

This position is an Unclassified, Non-Merit, Non-Chapter position under KRS 36.040(1)(r).

Interested applicants must have the following:

- (a) Minimum of five (5) years' work experience in fire or emergency medical services
- (b) Minimum of five (5) years' experience developing and delivering training to adult audiences.
- (c) Available to travel, work evenings, weekends, and holidays
- (d) Experience in emergency preparedness, response and recovery exercise planning

DESCRIPTION OF JOB DUTIES:

Plans, develops, administers and coordinates preparedness, response and recovery activities for the statewide crisis response program for all first responder professionals and citizens of the Commonwealth following disasters and critical incidents. Coordinates all functions related to the 24/7 response request received and deployment of statewide crisis response team to provide critical incident stress management (CISM) and disaster behavioral health services to civilians and first responders following critical incidents and all hazards events across the Commonwealth. Coordinates all functions related to the planning, development and implementation of the statewide Post Critical Incident Seminar recovery program. Coordinates all functions related to the planning, development and implementation of emergency preparedness, response and recovery exercises to support the integration of (DBH) Disaster Behavioral Health services into state and local emergency response plans. Develop and deliver training and educational materials to crisis response team members and community agencies. Collects, edits and analyzes program data to compile and write comprehensive program status reports for the Executive Director. Performs other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have three years of professional experience in management or administration.

Substitute EDUCATION for EXPERIENCE:

A master's degree will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

Administrative or business experience will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

BENEFITS: *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

HOW TO APPLY / APPLICATION PROCESS:

(DEADLINE: 6/15/2018)

[Posted on: 5/31/2018]

Please contact Teresa Lee for details on how to apply.

Contact Name: Teresa Lee

Contact Method: 502-607-1237 or
teresa.r.lee2.nfg@mail.mil

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